



# Department of ADMINISTRATIVE SERVICES *Job Postings*



## **Southern Connecticut State University** **Assistant Director of Annual Giving**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public

**Location:** 501 Crescent St, New Haven, CT 06515

**Job Posting No:** S15-020

**Job Posted:** December 3, 2015

**Rank:** Administrator III

### **POSITION SUMMARY**

Southern Connecticut State University seeks an Assistant Director of Annual Giving to design, develop, and implement a strategic plan of action for the Annual Giving program to solicit gifts from alumni, faculty, staff, students, parents and friends through annual direct mail appeals, special gift campaigns, phonathons, volunteer committees, web based approaches, and other appropriate means. Responsible for writing and/ or editing solicitation materials including letters, phonathon scripts, and other Annual Giving materials. Knowledge about the use of digital approaches and technologies in support of solicitation and stewardship programs. Supervises and evaluates the work of annual fund staff including a University Assistant and Phonathon callers.

### **QUALIFICATIONS**

Bachelor's degree and three years' experience in Higher Education required. Experience in institutional development and alumni relations preferred. An equivalent combination of credentials and/or experience may also be considered.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

### **APPLICATION**

Review of the applications will begin on December 17, 2015. Position will be open until filled. Applicants should submit their resume and a letter of application, along with the names, addresses and telephone numbers of at least three references electronically to: Tracey Owers, Administrative Operations Assistant, Southern Connecticut State University at [owerst1@southernct.edu](mailto:owerst1@southernct.edu).

### **AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.